



**Virginia Rent and Mortgage Relief Program  
Funding Guidelines**

## Table of Contents

Virginia Rent and Mortgage Relief Program.....	3
Funding .....	3
Grantee Requirements .....	3
Nondiscrimination and Equal Opportunity Requirements .....	4
Compliance with Fair Housing and Civil Rights Laws .....	4
Affirmatively Furthering Fair Housing.....	4
Americans with Disabilities Act Compliance .....	5
Conflicts of Interest.....	5
Confidentiality Policy.....	5
Grievance and Termination Policy.....	6
Recordkeeping .....	6
Data Reporting Requirements .....	6
DUNS Number.....	7
System for Award Management (SAM) .....	7
Method of Payment.....	7
Financial Management .....	7
Accounting Standards.....	8
Internal Controls .....	9
Monitoring.....	10
No Duplication of Assistance .....	10
Reporting.....	10
Coordination of Program Activities.....	10
Outreach and Coordination Efforts .....	11
Racial Equity.....	11
Identification of Alternate Resources .....	11
Prioritization of Financial Assistance .....	11
Prohibition Against Additional Requirements.....	12
Eligibility Requirements .....	12
Overall Required Documentation .....	12
Eligible Activities .....	13
Rent and Mortgage Relief .....	13
Requirements .....	14
Required Documentation .....	14
Virginia Rent and Mortgage Relief Program Guidelines	1

Program Staff Support..... 15  
Administrative Costs..... 15

Attachments

A. 150% Fair Market Rent by Unit Size and Locality ..... 16  
B. Virginia RMRP Household Eligibility Certification Form ..... 20  
C. RMRP Landlord and Renter Household Agreement..... 21

## **Virginia Rent and Mortgage Relief Program**

The Virginia Rent and Mortgage Relief Program (RMRP) is designed to support and ensure housing stability across the Commonwealth during the Coronavirus pandemic. In addition to stabilizing housing, efforts to help individuals and families maintain their housing is in the interest of public health. Through the RMRP, financial assistance will be provided on behalf of households who are experiencing housing instability due to the pandemic.

### **Funding**

DHCD is currently authorized to spend \$50 million to support the Rent and Mortgage Relief Program activities beginning **April 1, 2020 until December 30, 2020**. DHCD will utilize current statewide networks to award RMRP funding. Eligible grantees may include Community Action Agencies, nonprofit organizations, units of local government, and regional planning district commissions.

Grantees will receive an upfront payment of at least \$100,000 to assist with the launch of the RMRP. Grantees must provide documentation of how this upfront payment was utilized for eligible expenses no later than November 15, 2020 in order to receive final grant payment.

### **Grantee Requirements**

The following program guidelines apply to the DHCD grantees administering the RMRP. Accordingly, grantees must comply with program guidelines and applicable state and federal policies and procedures.

#### *Equal Access and Prohibited Inquiries*

All activities must be made available without regard to actual or perceived sexual orientation, gender identity, or marital status. Grantees are prohibited from inquiring about an applicant's or participant's sexual orientation or gender identity for the purpose of determining eligibility or otherwise making housing available. This does not prohibit an individual from voluntarily self-identifying sexual orientation or gender identity.

Further, grantees must not discriminate against a group of people presenting as a family based on the composition of the family (e.g., adults and children or just adults), the age of any member's family, the disability status of any members of the family, marital status, actual or perceived sexual orientation, or gender identity.

Under the Equal Access Rule, "family" includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

Grantees must assess and serve individuals and households as they present. Any group of people that present together for assistance and identify themselves as a family,

regardless of age or relationship or other factors, are considered to be a family and must be served together as such.

#### *Nondiscrimination and Equal Opportunity Requirements*

Grantees must comply with all applicable fair housing and civil rights requirements. In addition, grantees must make known that assistance and services are available to all on a nondiscriminatory basis and ensure that all citizens have equal access to information about and equal access to the financial assistance and services provided under this program.

Among other things, this means that each grantee must take reasonable steps to ensure meaningful access to programs to persons with limited English proficiency (LEP), pursuant to Title VI of the Civil Rights Act of 1964. This may include providing language assistance or ensuring that program information is available in the appropriate languages for the geographic area served by the jurisdiction and that limited English proficient persons have meaningful access to this assistance.

#### *Compliance with Fair Housing and Civil Rights Laws*

(1) Grantees must comply with all applicable state and federal fair housing and civil rights requirements (see 24 CFR 5.105(a)). This includes the Virginia Values Act (effective July 1, 2020) which expands the list of protected classes under the Virginia Fair Housing Law. As of July 1, 2020, the Virginia Fair Housing Law prohibits discrimination based on race, color, religion, national origin, sex, disability, family status, elderliness (age 55+), source of funds, sexual orientation, gender identity, or veteran status (collectively the “Protected Classes”). (2) If the grantee: (a) Has been charged with an ongoing systemic violation of fair housing laws; or (b) Is a defendant in a lawsuit filed by the Department of Justice or the Virginia Attorney General alleging an ongoing pattern or practice of discrimination under fair housing laws; or (c) Has received a letter of findings identifying ongoing systemic noncompliance under Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, or section 109 of the Housing and Community Development Act of 1974, and the charge, lawsuit, or letter of findings referenced in subparagraphs (a), (b), or (c) above has not been resolved before the application deadline, then the grantee is ineligible to apply for funds.

#### *Affirmatively Furthering Fair Housing*

Grantees will have a duty to affirmatively further fair housing opportunities for the Protected Classes (listed above). Examples of affirmatively furthering fair housing include: (1) marketing the program to all eligible persons, including persons with disabilities and persons with limited English proficiency; (2) making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities (see, for example, HUD’s rule on effective communications at 24 CFR 8.6); (3) providing fair housing counseling services or referrals to fair housing agencies; (4) informing participants of how to file a housing discrimination complaint, including providing the toll-free number for the Housing Discrimination Hotline: 1-800-669-9777; and (5) recruiting landlords and service providers in areas to which housing choice is expanded. In addition, housing discrimination complaints may be reported to the

Virginia Fair Housing Office at the Department of Professional and Occupational Regulation (DPOR) at (888) 551-3247.

#### *Americans with Disabilities Act Compliance*

All grantees shall adhere to Title II and III of the Americans with Disabilities Act (ADA). Title II prohibits discrimination in the form of excluding an otherwise qualified person with a disability (i.e. a person who would qualify for the program or activity but for their disability) from participating in programs or activities is prohibited. Grantees are required to make reasonable accommodations in policies and practices and to make reasonable modifications in physical structures to ensure equal access to the programs. Title III prohibits discrimination on the basis of disability in the activities of places of public accommodations and requires newly constructed or altered places of public accommodation—as well as commercial facilities (privately owned, nonresidential facilities such as factories, warehouses, or office buildings)—to comply with the ADA Standards.

#### *Conflicts of Interest*

No person who is an employee, agent, consultant, officer, volunteers or elected or appointed official of the grantee and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds hereunder, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one year thereafter.

Upon the written request of the grantee, DHCD may grant an exception to the restrictions in the paragraph above on a case-by-case basis when it determines that the exception will serve to further the purposes of the RMRP program and promote the efficient use of funds. In requesting an exception, the grantee must provide a disclosure of the nature of the conflict accompanied by the following: 1. A description of the housing unit owned and operated by the individual or entity in question including location, rent amount and how the rent amount compares to comparable rental units in the area, and 2. The process to ensure non-preferential administration of funding such as having an unrelated organization or body determine household eligibility and level of assistance to be provided.

#### *Confidentiality Policy*

All grantees shall ensure the confidentiality of the name of any household assisted and any other information regarding individuals receiving assistance. The grantee's confidentiality policy should, at a minimum, address:

- How staff will gather, record, and store confidential information;
- The consent process for the release of confidential information;
- Protocols for responding to breaches of confidentiality;
- Standards contained in relevant state and federal laws, including HIPAA compliance (if applicable) and HIV confidentiality statutes; and,

- Privacy standards related to data collection and use of household information for program reporting.

### *Grievance and Termination Policy*

Any individual receiving assistance must receive written notification of the grantee's grievance policy. Grievance policies must be approved by the grantee's governance body and provide specific procedures to be followed for any disputed decision affecting this assistance. Households contacting DHCD directly will be referred back to the grantee's grievance policy. The grantee must be prepared to provide documentation of the grievance record for all household grievances.

Grantees may terminate assistance to a household who is no longer eligible for assistance as well as resume assistance to a household whose assistance was previously terminated. Termination or denial must include a formal process that recognizes the rights of individuals receiving assistance to the due process of law. This process, at a minimum, must consist of: (1) Written notice to the household containing a clear statement of the reasons for termination (with the Virginia Poverty Law Center hotline (866-534-5243) indicated on the notice); (2) A review of the decision, in which the household is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; (3) Prompt written notice of the final decision to the household; and (4) Written policy for handling surviving family members, in the event of a death of a head of household that establishes a reasonable grace period of continued assistance to surviving family members, not to exceed one year, measured from the date of death of the participant.

### *Recordkeeping*

Grantees must keep any records and make any reports (including those pertaining to services received, household housing status, race, ethnicity, gender, and disability status data) that DHCD requires within the specified timeframe. All contractual and household records must be maintained for at a minimum of five years. Records include both program records such as the documentation or match requirement, financial records such as bank statements, and household records. Copies of cancelled checks/bank statements or expenses associated with the household must also be retained. Grantees are required to maintain a record of all households that are screened and classified as ineligible RMRP assistance. This must include documentation of the reason for the determination of ineligibility. For more information about documentation requirements see [Accounting Standards](#).

### *Data Reporting Requirements*

Reports must be submitted in CAMS as required by DHCD. Grantees that fail to meet reporting requirements and deadlines are considered noncompliant which may affect future grant reimbursements and other DHCD funding opportunities.

Grantees must be able to track and report program activities, household data, and spending separately from other activities. Grantees will report on outputs, such as the

number of persons served and the demographic characteristics of persons served, program funds expended by activity type, as well as outcomes related to housing stability.

#### *DUNS Number*

All grantees are required to register with Dun and Bradstreet to obtain a DUNS number, if they have not already done so, and complete or renew their registration in the Central Contractor Registration (CCR).

#### *System for Award Management (SAM)*

The System for Award Management (SAM) combines federal procurement systems and the Catalog of Federal Domestic Assistance into one system to include the CCR. As with CCR, SAM collects, validates, stores, and disseminates data. Since 2003, indirect recipients of federal funds have been required to register with CCR and as of 2012, CCR merged with SAM. All grantees and sub grantees or subcontractors receiving federal grant awards or contract must be registered with SAM. For further information on registering and renewing annual registrations, go to <https://www.sam.gov>.

#### *Method of Payment*

All grantees must be registered in CAMS and have approved audits in order to receive reimbursement. Remittances are submitted in CAMS; however, any grantee with unresolved findings or compliance issues may have reimbursement suspended. DHCD requires that grantees receive funds via electronic transfer. Instructions on establishing an account with the Virginia Department of Accounts (DOA) is located on their website through the selection of Electronic Data Interchange (EDI) from the link on the right hand side of the DOA main webpage. The EDI guide can then be accessed through a link under the Trading Partner Information section.

#### *Financial Management*

Grantees must ensure compliance with regulations and requirements pertaining to the following key areas of financial management:

- Allowable costs
- Source documentation
- Internal controls
- Budget controls
- Cash management
- Cost allocation plans
- Accounting records
- Procurement
- Property asset controls
- Audits

Grantees must only use funds for eligible activities and in accordance with the DHCD-approved program budget. Any changes from the planned expenditures must be approved in advance by DHCD. Funds may not be used for activities other than those authorized in the guidelines and approved by DHCD. Reimbursements are based on the

date the payment is made by the grantee. All expenditures must be in accordance with program conditions such as funding ceilings and other limitations on eligible costs.

Internal controls refer to the combination of policies, procedures, defined responsibilities, personnel, and records that allow an organization to maintain adequate oversight and control of its finances. Internal controls reflect the overall financial management system of an organization or agency. Budget controls, cash management, cost allocation plans, accounting records, procurement, and property controls are subsets of the overall financial system.

The specific administrative requirements (i.e., financial management standards) for grants to state and local government entities are contained in 24 CFR Part 200 and CAPP Manual. Grantees will be monitored for compliance with the program requirements and documentation.

A financial compliance monitoring may include the following:

- An organizational chart showing titles and lines of authority for all individuals involved in approving or recording financial (and other) transactions
- Written position descriptions that describe the responsibilities of all key employees
- A written policy manual specifying approval authority for financial transactions and guidelines for controlling expenditures
- Written procedures for the recording of transactions, as well as an accounting manual and a chart of accounts
- Adequate separation of duties to ensure that no one individual has authority over an entire financial transaction
- Hiring policies to ensure that staff qualifications are equal to job responsibilities and that individuals hired are competent to do the job
- Access to accounting records, assets, blank forms, and confidential records is adequately controlled, such that only authorized persons can access them
- Procedures for regular reconciliation of its financial records, comparing its records with actual assets and liabilities of the organization
- Accounting records/source documentation
- Cash management procedures
- Cost allocation plans
- Procurement procedures
- Property controls
- Annual Audit

#### *Accounting Standards*

In addition to establishing a system of accounting sufficient to accurately record and report transactions, adequate source documentation must be maintained as support for these transactions. Source documentation includes but is not limited to the following:

- Purchase Requisitions
- Purchase Orders
- Contracts

- Contract Invoices
- Bank Statements
- Cancelled Checks
- Draw-downs
- Payment Vouchers
- Employee Time Sheets
- Travel Advance Requests
- Travel Reimbursement Vouchers
- Vendor Invoices
- Journal Voucher Entries
- Cash Receipts

All source documents must be coded by a reference number so that a clear link exists between the fiscal records and these documents. Coding could include the check number used to make the payment, the journal entry in which transaction was recorded or the page number from the cash receipt journal. Purchase order numbers and payment voucher numbers may also be used to provide the necessary audit link. Supporting documents can be copies or originals, but must be sufficient in detail to support the transaction and to justify it as an allowable grant expense. The grantee must keep copies of the source documents, and be made available for DHCD review upon request for a minimum of five (5) years.

The grantee must maintain proof of cancellation (e.g. copy of check's backside, bank statement, or photocopy of check's cancellation) for all payments to be made readily available for monitoring purposes.

#### *Internal Controls*

The grantee must have appropriate internal controls in place to:

- Safeguard assets;
- Prevent waste, fraud, and mismanagement;
- Promote efficiency of operations; and
- Whistleblower protections.

Effective internal controls to the extent possible must include the following procedures:

- Segregation of duties among employees to prevent one person from having complete control over all phases of any transaction
- Workflow procedures for processing all transactions from one employee to another. This must provide for a cross check of work, but not a duplication of effort
- Rotation of duties among employees to allow for control over any one given phase and ensure that other employees can fill in when a position becomes vacant
- The procedures used should be clearly detailed and documented for all individuals to follow and as an aid in training new employees
- All assets, records, and checks must be properly protected using locks, safes, and other measures to ensure security

### *Monitoring*

DHCD is responsible for monitoring all program activities carried out by a grantee to ensure that the program requirements are met. Monitoring can include both programmatic and financial reviews. DHCD may monitor any funded project, as applicable.

Grantees must make available organizational and project related records to both DHCD with notice. Grantees are responsible for all programmatic and contractual terms. The grantee is responsible for ensuring that these terms and requirements are met regardless of partnership arrangements or MOUs with other organizations. Results from the monitoring of grantees will be shared with the grantee's board of directors.

### *No Duplication of Assistance*

RMRP rental assistance payments cannot be made for households for the same period of time they are receiving rental assistance from any other source.

Some program and program components require that the program participant pay no more than a certain percentage of household income in order to assure that the housing is affordable. In these cases, RMRP may not be used for rent assistance. Examples of these programs include but are not limited to Housing Choice Vouchers (tenant or project based), HOPWA (Housing Opportunities for Persons with Aids) tenant based rental assistance and HOME TBRA.

Some housing programs are structured to subsidize an entire rental project to assure that rents for some or all of the units remain within certain required "affordable" ranges. In these cases, rents are not adjusted to household income. These types of programs include but are not limited to Low Income Housing Tax Credit (LIHTC) and HOME program rental projects. Households in these types of housing program could potentially be eligible for RMRP assistance as long as all other requirements are met.

### *Reporting*

Grantees must be able to track and report program activities, household data, and spending separately from other activities. Grantees will report on outputs, such as the number of persons served and the demographic characteristics of persons served, and program funds expended by activity type.

### *Coordination of Program Activities*

Grantees must coordinate with existing rent and/or mortgage assistance programs in the community (if applicable) to include homeless prevention programs, eviction prevention, and mortgage relief programs. Coordination efforts are to prevent duplication of efforts and to ensure households are connected with all other programs and resources for which they may be eligible.

### *Outreach and Coordination Efforts*

In order to ensure households most in need of rent and mortgage relief are connected with necessary rent and mortgage relief assistance, Grantees must provide outreach to and coordination with local court systems, local landlords, local offices of legal aid, organizations serving communities of color, and other applicable entities or organizations to increase awareness of the Rent and Mortgage Relief Program, availability of funding, and how to refer households in need of assistance.

### *Racial Equity*

The Coronavirus pandemic has had a disproportionate health and financial impact on persons of color, particularly persons identifying as Hispanic or Latino and non-Hispanic Black or African American. It is critical that the RMRP operate with a racial equity lens to ensure this funding is being utilized to assist households most in need. To that end, grantees must target outreach to existing organizations serving communities of color and collect data on the demographics of households served.

### *Identification of Alternate Resources*

The RMRP utilizes a “progressive engagement” approach, which provides payment of the least amount needed to stabilize the household and prevent loss of housing. The goal of diversion is to assist the household with identifying other resources that may be available to them to prevent or divert them from eviction or foreclosure without using program funding. This should include a discussion of alternative resources available to the household including savings, linkages to mainstream and natural supports, and light-touch assistance. Documentation of the problem-solving conversation must be provided in the household’s file, which could be a part of their intake or assessment.

Grantees must be familiar with protections provided under [Virginia House Bill 340](#). Refer to [stayhomevirginia.com](http://stayhomevirginia.com) for a current list of state and federal protections.

### *Prioritization of Financial Assistance*

From June 29, 2020 through July 20, 2020 grantees must prioritize households with current gross income at or below 50 percent Area Median Income (AMI). All households who do not meet this prioritization but are otherwise eligible (i.e. have a current gross income at or below 80 percent AMI) must be placed on a waiting list and shall be served at the end of this prioritization period.

From June 29, 2020, grantees must also prioritize RMRP assistance for households with a pay or quit notice from their landlord and summons for unlawful detainer dated before June 8, 2020. Grantees should prioritize RMRP assistance for households that have a judgment for possession or writ of eviction filed in court and households that have no state or federal eviction or foreclosure deferral protections. Grantees must be clear that eligibility for the program is not contingent on legal action against a tenant. Grantees may then assist renters and homeowners that do not meet this prioritization but are otherwise eligible for assistance.

Grantees must demonstrate they have made a concerted effort to meet this prioritization through documentation of outreach efforts. Refer to Outreach and Coordination Efforts on page 10.

### *Prohibition Against Additional Requirements*

Except for the eligibility requirements below, all assistance must be offered without pre-conditions (such as employment, income, absence of criminal record, or completion of a program or service including financial counseling, budgeting assistance, or life skills training).

### **Eligibility Requirements**

The RMRP will provide financial assistance on behalf of renters and mortgage holders who meet the following criteria:

- Have a valid lease or mortgage statement in their name or other documentation confirming the landlord-tenant relationship; and
- Have experienced a loss of income due to the Coronavirus pandemic including but not limited to:
  - Those who have been laid off;
  - Those whose place of employment has closed;
  - Those who have experienced a reduction in hours of work;
  - Those who must stay home to care for children due to closure of day care and/or school;
  - Those who have lost child or spousal support;
  - Those who have not been able to work or missed hours due to contracting COVID-19;
  - Those who have been unable to find work due to COVID-19; or
  - Those whose are unwilling or unable to participate in their previous employment due to their high risk of severe illness from COVID-19; and
- Have a rent or mortgage amount that is at or below 150 percent Fair Market Rent (FMR). Refer to Attachment A to determine applicable rent and mortgage limits by unit size (number of bedrooms) and locality.
- Have a gross household income at or below 80 percent Area Medium Income (AMI) (based on current month's income). From June 29, 2020 through July 20, 2020, grantees must prioritize households with a current gross household income at or below 50 percent AMI. The determination of income includes any unemployment insurance received by a member of the household but does not include one-time payments such as a stimulus check. Income limits are available via the following link: <https://www.huduser.gov/portal/datasets/il.html>.

### **Overall Required Documentation**

- Proof of discussion to identify alternate resources (refer to page 11)
- Proof of income (pay stubs, bank statements, letter from employer, social security documents, pension)
- Completed Virginia RMRP Household Eligibility Certification (see Attachment B)
- Additional documents are required per type of assistance provided (details below)

## **Eligible Activities**

- Rent and Mortgage Relief
- Program Staff Support (up to 10 percent)
- Administrative Costs (up to 5 percent)

## **Rent and Mortgage Relief**

Households may apply for financial assistance for rent or mortgage payments.

Homeowners may receive financial assistance for mortgage payments past due beginning April 1, 2020 and onward. Financial assistance is a one-time payment with opportunity for renewal based on availability of funding and the household's need for additional assistance. If the household returns for additional assistance, current income must be verified.

Tenants may receive financial assistance for rent payments past due beginning April 1, 2020 and onward. Financial assistance is a one-time payment with opportunity for renewal based on availability of funding and the household's need and eligibility for additional assistance. If the household returns for additional assistance, current income must be verified.

For payment of current and ongoing rent, households may receive financial assistance for a portion or all of this rent relief payment. They may also be eligible for up to 3 months of ongoing financial assistance in upcoming months if funding remains available and the household continues to be eligible. By accepting payment of current or ongoing rent relief, all participating landlords must agree not to initiate eviction proceedings against the renter for non-payment of rent during the month for which the rent relief payment is paid.

Many initial applicants will have the upcoming rent payment due as well as past due rent payments from previous eligible months. Tenants and landlords may negotiate one of two options for the landlord to receive eligible past due rent payments with each option having different stipulations required of the landlords.

Option 1: Provision of RMRP financial assistance for one month of current rent and/or up to three months of past due rent with landlord forgiving an equal number of months of past due bills (rent and all associated fees).

Renters are eligible to receive the upcoming rent payment due and/or up to three additional months of past due rent payments that were incurred on or after April 1, 2020. To receive this total of up to 4 months of payments, the landlord must cancel all remaining past due bills (rent and all associated fees) which must at least equal the amount of payments to be made with RMRP funds. This agreement may be structured based on the level of need (e.g. tenants with 8 months past due rent may have 4 months paid by RMRP and 4 months forgiven by the landlord, or tenants with 4 months of past due rent may have 2 months paid by RMRP and 2 months forgiven by the landlord). By accepting payment of

rent relief under this scenario, all participating landlords must agree not to evict the renter for non-payment of rent associated with the month for which the rent relief payment is made.

Option 2: Provision of RMRP financial assistance for one month of current rent and/or up to one month past due rent with landlord implementing repayment plan for any remaining unpaid past due bills (rent and all associated fees).

Renters are eligible to receive the upcoming rent payment due and/or up to one additional month of past due payments that were incurred on or after April 1, 2020. By accepting payment of rent relief under this scenario, all participating landlords must agree not to evict the renter for non-payment of rent associated with the month for which the rent relief payment is made and must provide a payment plan for any remaining past due rent. This debt must be payable over a period of at least 6 months and during this period of time, the renter must not be evicted for nonpayment of any of the past due rent that is under a payment plan.

### *Requirements*

Grantees must not make payments directly to households, but only to landlords, property management companies, or mortgage lending institutions. Payments may be made by check, money order, online or electronically.

Should ongoing rent and mortgage relief payments be necessary to ensure housing stability, the grantee must work to connect the household with mainstream resources including but not limited to approved housing counseling providers, public benefit specialists, employment and workforce development, and educational supports.

### *Required Documentation*

In addition to overall RMRP required documentation provided above, the following documents are required for payment of Rent and Mortgage Relief:

#### Rent Relief:

- Valid lease in the Tenant's name with a landlord that is in compliance with tenant/landlord laws.
- Landlord affidavit (includes a W-9 IRS form) stating the tenant is past due in rent and detailing the total rent amount owed including any late fees in compliance with CARES Act and Virginia House Bill 1420.
- RMRP Landlord and Renter Household Agreement (see Attachment C)

#### Mortgage Relief:

- Mortgage Statement in the Homeowner's name.
- Documentation that the household has been deemed ineligible or been denied forbearance from their lending institution.
- W-9 IRS form from lending institution.

**Program Staff Support**

Grantees may utilize up to 10 percent of their overall funding award to support staffing costs necessary to operate the RMRP. Eligible activities under Program Staff Support include staff time necessary to complete intake, eligibility determinations, meet documentation requirements, provide diversion, connect households with mainstream resources and provide referrals, and to provide housing search and location services to assist a household in finding a more affordable housing option.

**Administrative Costs**

Grantees may request up to 5 percent of their overall funding award for Administrative Costs. Administrative costs may include accounting for the use of grant funds, preparing reports for submission to DHCD, obtaining program audits, similar costs related to administering the grant after the award, and associated staff salaries.

### 150% Fair Market Rent by Unit Size and Locality

County or City Name	0 bedroom (studios/efficiencies)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Accomack County	\$801.00	\$951.00	\$1,188.00	\$1,486.50	\$1,609.50
Albemarle County	\$1,281.00	\$1,623.00	\$1,893.00	\$2,359.50	\$2,913.00
Alleghany County	\$748.50	\$855.00	\$1,110.00	\$1,572.00	\$1,584.00
Amelia County	\$1,348.50	\$1,398.00	\$1,591.50	\$2,115.00	\$2,529.00
Amherst County	\$945.00	\$1,014.00	\$1,231.50	\$1,659.00	\$2,008.50
Appomattox County	\$945.00	\$1,014.00	\$1,231.50	\$1,659.00	\$2,008.50
Arlington County	\$2,185.50	\$2,250.00	\$2,560.50	\$3,322.50	\$4,060.50
Augusta County	\$1,017.00	\$1,024.50	\$1,348.50	\$1,833.00	\$1,927.50
Bath County	\$739.50	\$873.00	\$1,096.50	\$1,455.00	\$1,647.00
Bedford County	\$945.00	\$1,014.00	\$1,231.50	\$1,659.00	\$2,008.50
Bland County	\$723.00	\$852.00	\$1,071.00	\$1,402.50	\$1,609.50
Botetourt County	\$832.50	\$1,002.00	\$1,266.00	\$1,719.00	\$1,891.50
Brunswick County	\$831.00	\$934.50	\$1,231.50	\$1,534.50	\$1,668.00
Buchanan County	\$723.00	\$940.50	\$1,071.00	\$1,345.50	\$1,450.50
Buckingham County	\$769.50	\$987.00	\$1,123.50	\$1,512.00	\$1,899.00
Campbell County	\$945.00	\$1,014.00	\$1,231.50	\$1,659.00	\$2,008.50
Caroline County	\$1,348.50	\$1,398.00	\$1,591.50	\$2,115.00	\$2,529.00
Carroll County	\$723.00	\$940.50	\$1,071.00	\$1,506.00	\$1,609.50
Charles City County	\$1,348.50	\$1,398.00	\$1,591.50	\$2,115.00	\$2,529.00
Charlotte County	\$723.00	\$852.00	\$1,071.00	\$1,350.00	\$1,450.50
Chesterfield County	\$1,348.50	\$1,398.00	\$1,591.50	\$2,115.00	\$2,529.00
Clarke County	\$2,185.50	\$2,250.00	\$2,560.50	\$3,322.50	\$4,060.50
Craig County	\$832.50	\$1,002.00	\$1,266.00	\$1,719.00	\$1,891.50
Culpeper County	\$1,144.50	\$1,152.00	\$1,518.00	\$2,154.00	\$2,665.50
Cumberland County	\$1,009.50	\$1,191.00	\$1,495.50	\$1,863.00	\$2,247.00
Dickenson County	\$723.00	\$940.50	\$1,071.00	\$1,392.00	\$1,770.00
Dinwiddie County	\$1,348.50	\$1,398.00	\$1,591.50	\$2,115.00	\$2,529.00
Essex County	\$963.00	\$1,084.50	\$1,428.00	\$1,779.00	\$2,145.00
Fairfax County	\$2,185.50	\$2,250.00	\$2,560.50	\$3,322.50	\$4,060.50
Fauquier County	\$2,185.50	\$2,250.00	\$2,560.50	\$3,322.50	\$4,060.50
Floyd County	\$913.50	\$940.50	\$1,071.00	\$1,545.00	\$1,881.00
Fluvanna County	\$1,281.00	\$1,623.00	\$1,893.00	\$2,359.50	\$2,913.00
Franklin County	\$733.50	\$816.00	\$1,075.50	\$1,339.50	\$1,528.50
Frederick County	\$1,167.00	\$1,174.50	\$1,540.50	\$2,052.00	\$2,704.50
Giles County	\$742.50	\$888.00	\$1,099.50	\$1,374.00	\$1,729.50
Gloucester County	\$1,428.00	\$1,437.00	\$1,704.00	\$2,404.50	\$2,991.00
Goochland County	\$1,348.50	\$1,398.00	\$1,591.50	\$2,115.00	\$2,529.00
Grayson County	\$723.00	\$940.50	\$1,071.00	\$1,501.50	\$1,552.50

Greene County	\$1,281.00	\$1,623.00	\$1,893.00	\$2,359.50	\$2,913.00
Greensville County	\$829.50	\$934.50	\$1,230.00	\$1,660.50	\$1,683.00
Halifax County	\$723.00	\$813.00	\$1,071.00	\$1,335.00	\$1,450.50
Hanover County	\$1,348.50	\$1,398.00	\$1,591.50	\$2,115.00	\$2,529.00
Henrico County	\$1,348.50	\$1,398.00	\$1,591.50	\$2,115.00	\$2,529.00
Henry County	\$808.50	\$813.00	\$1,071.00	\$1,432.50	\$1,515.00
Highland County	\$723.00	\$852.00	\$1,071.00	\$1,422.00	\$1,609.50
Isle of Wight County	\$1,428.00	\$1,437.00	\$1,704.00	\$2,404.50	\$2,991.00
James City County	\$1,428.00	\$1,437.00	\$1,704.00	\$2,404.50	\$2,991.00
King and Queen County	\$895.50	\$1,057.50	\$1,327.50	\$1,657.50	\$1,993.50
King George County	\$1,125.00	\$1,386.00	\$1,668.00	\$2,389.50	\$2,539.50
King William County	\$1,348.50	\$1,398.00	\$1,591.50	\$2,115.00	\$2,529.00
Lancaster County	\$1,006.50	\$1,188.00	\$1,492.50	\$1,860.00	\$2,022.00
Lee County	\$723.00	\$925.50	\$1,071.00	\$1,425.00	\$1,561.50
Loudoun County	\$2,185.50	\$2,250.00	\$2,560.50	\$3,322.50	\$4,060.50
Louisa County	\$978.00	\$1,275.00	\$1,450.50	\$1,972.50	\$2,547.00
Lunenburg County	\$723.00	\$940.50	\$1,071.00	\$1,452.00	\$1,848.00
Madison County	\$970.50	\$1,092.00	\$1,438.50	\$1,792.50	\$2,161.50
Mathews County	\$1,428.00	\$1,437.00	\$1,704.00	\$2,404.50	\$2,991.00
Mecklenburg County	\$751.50	\$913.50	\$1,113.00	\$1,464.00	\$1,773.00
Middlesex County	\$981.00	\$1,104.00	\$1,453.50	\$1,812.00	\$2,184.00
Montgomery County	\$1,195.50	\$1,308.00	\$1,489.50	\$2,148.00	\$2,614.50
Nelson County	\$1,281.00	\$1,623.00	\$1,893.00	\$2,359.50	\$2,913.00
New Kent County	\$1,348.50	\$1,398.00	\$1,591.50	\$2,115.00	\$2,529.00
Northampton County	\$861.00	\$1,122.00	\$1,276.50	\$1,699.50	\$1,729.50
Northumberland County	\$769.50	\$865.50	\$1,140.00	\$1,644.00	\$1,713.00
Nottoway County	\$789.00	\$1,027.50	\$1,170.00	\$1,653.00	\$2,050.50
Orange County	\$904.50	\$1,132.50	\$1,341.00	\$1,935.00	\$2,085.00
Page County	\$748.50	\$897.00	\$1,108.50	\$1,483.50	\$1,761.00
Patrick County	\$723.00	\$940.50	\$1,071.00	\$1,407.00	\$1,654.50
Pittsylvania County	\$756.00	\$813.00	\$1,071.00	\$1,414.50	\$1,686.00
Powhatan County	\$1,348.50	\$1,398.00	\$1,591.50	\$2,115.00	\$2,529.00
Prince Edward County	\$916.50	\$1,032.00	\$1,359.00	\$1,693.50	\$1,840.50
Prince George County	\$1,348.50	\$1,398.00	\$1,591.50	\$2,115.00	\$2,529.00
Prince William County	\$2,185.50	\$2,250.00	\$2,560.50	\$3,322.50	\$4,060.50
Pulaski County	\$922.50	\$942.00	\$1,081.50	\$1,471.50	\$1,845.00
Rappahannock County	\$1,398.00	\$1,438.50	\$1,638.00	\$2,196.00	\$2,592.00
Richmond County	\$900.00	\$1,014.00	\$1,335.00	\$1,663.50	\$2,005.50
Roanoke County	\$832.50	\$1,002.00	\$1,266.00	\$1,719.00	\$1,891.50
Rockbridge County	\$778.50	\$997.50	\$1,195.50	\$1,590.00	\$1,747.50
Rockingham County	\$1,020.00	\$1,027.50	\$1,353.00	\$1,782.00	\$2,376.00

Russell County	\$723.00	\$813.00	\$1,071.00	\$1,335.00	\$1,450.50
Scott County	\$799.50	\$813.00	\$1,071.00	\$1,399.50	\$1,543.50
Shenandoah County	\$820.50	\$955.50	\$1,258.50	\$1,801.50	\$2,091.00
Smyth County	\$723.00	\$856.50	\$1,071.00	\$1,375.50	\$1,671.00
Southampton County	\$937.50	\$1,078.50	\$1,227.00	\$1,702.50	\$2,154.00
Spotsylvania County	\$2,185.50	\$2,250.00	\$2,560.50	\$3,322.50	\$4,060.50
Stafford County	\$2,185.50	\$2,250.00	\$2,560.50	\$3,322.50	\$4,060.50
Surry County	\$760.50	\$898.50	\$1,128.00	\$1,627.50	\$1,980.00
Sussex County	\$1,348.50	\$1,398.00	\$1,591.50	\$2,115.00	\$2,529.00
Tazewell County	\$727.50	\$873.00	\$1,078.50	\$1,344.00	\$1,893.00
Warren County	\$1,006.50	\$1,158.00	\$1,525.50	\$2,127.00	\$2,563.50
Washington County	\$799.50	\$813.00	\$1,071.00	\$1,399.50	\$1,543.50
Westmoreland County	\$888.00	\$1,047.00	\$1,315.50	\$1,897.50	\$2,295.00
Wise County	\$723.00	\$813.00	\$1,071.00	\$1,362.00	\$1,450.50
Wythe County	\$727.50	\$838.50	\$1,078.50	\$1,344.00	\$1,515.00
York County	\$1,428.00	\$1,437.00	\$1,704.00	\$2,404.50	\$2,991.00
Alexandria city	\$2,185.50	\$2,250.00	\$2,560.50	\$3,322.50	\$4,060.50
Bristol city	\$799.50	\$813.00	\$1,071.00	\$1,399.50	\$1,543.50
Buena Vista city	\$778.50	\$997.50	\$1,195.50	\$1,590.00	\$1,747.50
Charlottesville city	\$1,281.00	\$1,623.00	\$1,893.00	\$2,359.50	\$2,913.00
Chesapeake city	\$1,428.00	\$1,437.00	\$1,704.00	\$2,404.50	\$2,991.00
Colonial Heights city	\$1,348.50	\$1,398.00	\$1,591.50	\$2,115.00	\$2,529.00
Covington city	\$748.50	\$855.00	\$1,110.00	\$1,572.00	\$1,584.00
Danville city	\$756.00	\$813.00	\$1,071.00	\$1,414.50	\$1,686.00
Emporia city	\$829.50	\$934.50	\$1,230.00	\$1,660.50	\$1,683.00
Fairfax city	\$2,185.50	\$2,250.00	\$2,560.50	\$3,322.50	\$4,060.50
Falls Church city	\$2,185.50	\$2,250.00	\$2,560.50	\$3,322.50	\$4,060.50
Franklin city	\$937.50	\$1,078.50	\$1,227.00	\$1,702.50	\$2,154.00
Fredericksburg city	\$2,185.50	\$2,250.00	\$2,560.50	\$3,322.50	\$4,060.50
Galax city	\$723.00	\$940.50	\$1,071.00	\$1,506.00	\$1,609.50
Hampton city	\$1,428.00	\$1,437.00	\$1,704.00	\$2,404.50	\$2,991.00
Harrisonburg city	\$1,020.00	\$1,027.50	\$1,353.00	\$1,782.00	\$2,376.00
Hopewell city	\$1,348.50	\$1,398.00	\$1,591.50	\$2,115.00	\$2,529.00
Lexington city	\$778.50	\$997.50	\$1,195.50	\$1,590.00	\$1,747.50
Lynchburg city	\$945.00	\$1,014.00	\$1,231.50	\$1,659.00	\$2,008.50
Manassas city	\$2,185.50	\$2,250.00	\$2,560.50	\$3,322.50	\$4,060.50
Manassas Park city	\$2,185.50	\$2,250.00	\$2,560.50	\$3,322.50	\$4,060.50
Martinsville city	\$808.50	\$813.00	\$1,071.00	\$1,432.50	\$1,515.00
Newport News city	\$1,428.00	\$1,437.00	\$1,704.00	\$2,404.50	\$2,991.00
Norfolk city	\$1,428.00	\$1,437.00	\$1,704.00	\$2,404.50	\$2,991.00
Norton city	\$723.00	\$813.00	\$1,071.00	\$1,362.00	\$1,450.50

Petersburg city	\$1,348.50	\$1,398.00	\$1,591.50	\$2,115.00	\$2,529.00
Poquoson city	\$1,428.00	\$1,437.00	\$1,704.00	\$2,404.50	\$2,991.00
Portsmouth city	\$1,428.00	\$1,437.00	\$1,704.00	\$2,404.50	\$2,991.00
Radford city	\$1,195.50	\$1,308.00	\$1,489.50	\$2,148.00	\$2,614.50
Richmond city	\$1,348.50	\$1,398.00	\$1,591.50	\$2,115.00	\$2,529.00
Roanoke city	\$832.50	\$1,002.00	\$1,266.00	\$1,719.00	\$1,891.50
Salem city	\$832.50	\$1,002.00	\$1,266.00	\$1,719.00	\$1,891.50
Staunton city	\$1,017.00	\$1,024.50	\$1,348.50	\$1,833.00	\$1,927.50
Suffolk city	\$1,428.00	\$1,437.00	\$1,704.00	\$2,404.50	\$2,991.00
Virginia Beach city	\$1,428.00	\$1,437.00	\$1,704.00	\$2,404.50	\$2,991.00
Waynesboro city	\$1,017.00	\$1,024.50	\$1,348.50	\$1,833.00	\$1,927.50
Williamsburg city	\$1,428.00	\$1,437.00	\$1,704.00	\$2,404.50	\$2,991.00
Winchester city	\$1,167.00	\$1,174.50	\$1,540.50	\$2,052.00	\$2,704.50

### Virginia RMRP Household Eligibility Certification Form

Tenant's Full Name: \_\_\_\_\_

#### **Overall Minimum Requirements**

In order to receive financial assistance through the Virginia Rent and Mortgage Relief Program, households must meet the following minimum requirements:

- The Tenant or Homeowner has a valid lease or mortgage statement in their name.
- The household has experienced a loss of income due to the Coronavirus pandemic (Head of household must complete the self-certification of loss of income below).
- The household's total rent or mortgage payment is at or below 150% FMR.
- The household's current gross income is equal to or less than 80 percent Area Median Income for household size and location (supporting documentation required). For the time period of June 29, 2020 through July 20, 2020 household's current gross income must be at or below 50 percent AMI.

Household Size (all adults/children): \_\_\_\_\_

80% of Area Median Income for Household Size: \$ \_\_\_\_\_

Total Household Annual Gross Income: \$ \_\_\_\_\_

**To be completed by the head of household:** Self-certification of loss of income.

Please describe your loss of income due to the Coronavirus pandemic including circumstance(s) resulting in loss of income. (Statement may be provided verbally and documented by staff completing form.)

I certify that the information I have provided in applying for RMRP assistance is true, accurate, and complete. Additionally, I certify that I have not received any other form of subsidy or financial assistance for the same time period and cost type. (Consent may be given verbally)

\_\_\_\_\_  
Print name of Tenant/Homeowner

\_\_\_\_\_  
Tenant signature

\_\_\_\_\_  
Determination of eligibility completed by:

\_\_\_\_\_  
Date Completed:

\_\_\_\_\_  
Print name of staff person

\_\_\_\_\_  
Staff person signature

### RMRP Landlord and Renter Household Agreement

This agreement details the rights and responsibilities of both parties under the Virginia Rent and Mortgage Relief Program (RMRP). By accepting payment of rent relief, I hereby agree to the following:

Landlord Agreement (signature is required\*)

I, \_\_\_\_\_ (landlord or property management company), acknowledge and agree to the requirement that I must not evict the renter for non-payment of rent during the month in which the rent relief payment is made.

For landlords of renters with past due rent, please indicate which option will be utilized for payment of past due rent.

- Option 1: Provision of RMRP financial assistance for one month of current rent and/or up to three months of past due rent with landlord forgiving an equal number of months of past due bills (rent and all associated fees).
- Option 2: Provision of RMRP financial assistance for one month of current rent and/or up to one month past due rent with landlord implementing repayment plan for any remaining unpaid past due bills (rent and all associated fees).

\_\_\_\_\_  
Landlord/PM Company Representative Signature      Date

Renter Household Agreement (verbal consent is acceptable)

Tenants should seek legal counsel if landlord is in breach of this agreement.

\_\_\_\_\_  
Tenant Signature                                      Date

\*Allowable methods of signature:

(1) Live signature which may be scanned and emailed/ faxed in or the landlord may take a photograph of the document with signature and send it in to the appropriate program staff

(2) Electronic Signature which is then emailed or faxed to appropriate program staff

(3) If options (1) or (2) are not viable options then a landlord may send an email to the appropriate program staff which states the email will serve as their electronic signature. The email must include the following:

- Landlord Name (first and Last)
- Name of Property
- Property Address
- Statement that the email serves as their electronic signature for the RMRP Landlord and Renter Household Agreement